

Whom to call at Travis County Probate Court No. 1

Please note that Court staff can tell you about the services of the Court and can answer questions about how the Court works. But Court staff cannot give legal advice or answer legal questions. If you need someone to research the law and give you legal advice, you should hire an attorney.

**** Call the County Clerk at (512) 854-9188 with questions about fees or filings (including the status of filings) or to order new letters of guardianship or letters testamentary. Inventories, attorneys' fees, Small Estate Affidavits, and routine applications are held at least 10 days before review, so wait at least 11 days before calling the Clerk to ask if an order has been signed.**

Court Coordinator (512) 854-9258

Tanya Scanlon – tanya.scanlon@traviscountytexas.gov

- email probate.hearings@traviscountytexas.gov to schedule or change a hearing or jury-trial setting—or to register for a Court CLE program

Contact the Court Coordinator —

- when you're not sure about the right person to call
- with questions about . . .
 - Judge Herman's or Judge Prashner's calendar
 - condemnation proceedings

Court Administrator (512) 854-9559

Christy Nisbett – christy.nisbett@traviscountytexas.gov

Contact the Court Administrator —

- before you set a hearing for a temporary administration
- with questions about . . .
 - general Court policy
 - a County-paid service, including vendor numbers
 - the Court's website

Court Auditor (512) 854-4358

Alesia Henderson –

alesia.henderson@traviscountytexas.gov

Attorneys (and their staff) may contact the Auditor with questions about:

- accountings, including management-trust accountings
- bonds
- safekeeping agreements
- commissions
- applications and orders to close and discharge

Associate Judge Dan Prashner (512) 854-9258

Attorneys only may email Judge Prashner (dan.prashner@traviscountytexas.gov) with questions about the following matters.

*Note that in contested cases, the Court can answer **only uncontested procedural – not strategy – questions.***

- inventories
- attorneys' fees
- monthly allowances
- the sales docket
- emergency funeral and burial expenses
- access to safety deposit boxes
- small estate affidavits
- settlement agreements
- applications to partition
- applications for partial distribution
- miscellaneous motions sent to the Court on submission including motions to substitute or withdraw

Court Reporter (512) 854-9086

Melissa Voigt – melissa.voigt@traviscountytexas.gov

Contact the Court Reporter for a hearing transcript.

Business Analyst

Jana Cotton (512) 854-9731

Jana.Cotton@traviscountytexas.gov

Staff Attorney / Law Clerk to Judge Herman

Madeline Schlesinger – (512) 854-9283

Madeline.Schlesinger@traviscountytexas.gov

Contact the Judge's Law Clerk with questions about:

- the Uncontested Probate Docket (except heirships)
- uncontested procedural issues related to hearings other than guardianships (but not strategy questions)
- applications for successor trustees (except for court-created trusts)
- small estate affidavits

Court Investigator (Attorney) (512) 854-4978

Tom Ruffner – tom.ruffner@traviscountytexas.gov

Contact the Court Investigator with questions about:

- the uncontested guardianship docket
- anything involving potential guardianships / current investigations
- before you file for a temporary guardianship
- applications for management trusts & payment of claims without guardianship (formerly Probate Code sections 867 & 887)
- applications for successor trustees of court-created trusts
- show cause for guardians of the person
- any other legal issues in ongoing guardianships of the person
- procedures for ad litem appointments (guardianship or other)

Guardianship Coordinator (Social Worker) (512) 854-4359

Michael Gianotti – michael.gianotti@traviscountytexas.gov

Contact the Guardianship Coordinator with questions about:

- the Court Visitor program
- any non-legal issues in ongoing guardianships of the person except annual reports
- general questions about the mental health commitment process

Guardianship Legal Assistant (Paralegal) (512) 854-9359

Monica Limon – monica.limon@traviscountytexas.gov

Contact the Guardianship Legal Assistant with all questions about annual reports, such as:

due dates, needed forms, how to answer a question on the form, Rep Payee reports, bond issues, the compliance docket

Heirships & Compliance Coordinator (Attorney)

Chris Larson – (512) 854-9579

Chris.Larson@traviscountytexas.gov

Attorneys (and their staff) may contact the Heirships and Compliance Coordinator with questions about:

- the heirship docket (heirships@traviscountytexas.gov)
- the compliance dockets (first please read the procedures on the Court's "Compliance and Show Cause" website page)

If you received a compliance letter, contact the Compliance Coordinator – by email – *only if you think you received the compliance letter by mistake*

- The show cause docket
- The dismissal docket

Mental Health Public Defenders for Civil Commitment Proceedings

Stan Kerr – Phone: (512) 419-2720

Melissa Ferrell – Phone: (512) 850-5915